

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, November 7, 2017 at 9:30 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Chief Deputy Scott Smith; Brian Field, Highway Commissioner; Julie Kolp, Finance Director; Jane Hooper, Clearview Administrator; Ed Benter, County Board Supervisor; Lori Kurutz, Clearview Assistant Administrator; Lynn Hron, Clerk of Courts.**

**Meeting called to order by Marsik at 9:30 a.m.**

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session and closed session minutes of the October 17, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hinze presented recommended changes to Policy# 215 – Tool Allowance – Highway Department and Policy# 217 – Uniform Allowance. Hinze clarified that the policy changes addresses proration upon leaving employment and is consistent with other similar policies.

Motion by Greshay to approve revised Policy# 215 – Tool Allowance – Highway Department and Policy# 217 – Uniform Allowance as presented. Second by Frohling. Motion carried.

Hinze stated that a promotion at Clearview resulted in a rearranging of duties for the Director of Support Services position. The revised Job Description Questionnaire (JDQ) was sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Labor Structure at Grade Twelve (12). Hooper supported the recommendation.

Motion by Frohling to approve placement of the Director of Support Services position into the Dodge County Labor Grade Structure at Grade Twelve (12). Second by Duchac. Motion carried.

Hinze presented a request for sick leave donation for an employee of the Finance Department who has approved medical leave for an unpredictable amount of time. Hinze explained that the employee will use all available time off prior to using any donated sick leave.

Motion by Schmidt to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Mindemann explained that an employee of the Clerk of Courts requested an extension of an unpaid Medical Leave of Absence from 10/10/2017-11/10/2017. Mindemann verified there is sufficient medical documentation.

Motion by Greshay to approve the medical leave of absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Mindemann explained that an employee of the Clerk of Courts requested an unpaid General Leave of Absence from 11/10/2017-01/18/2018. Mindemann verified there is sufficient medical documentation.

Motion by Frohling to deny the general leave of absence as presented. Second by Greshay. Motion carried.

Mindemann explained that an employee of Human Services and Health requested a Medical Leave of Absence from 10/26/2017-11/14/2017. Mindemann verified there is sufficient medical documentation; however, the employee is not eligible for State and Federal FMLA.

Motion by Greshay to approve the medical leave of absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Mindemann explained that an employee of Human Services and Health requested an intermittent Medical Leave of Absence from 10/05/2017-04/05/2018. Mindemann verified there is sufficient medical documentation; however, the employee is not eligible for State and Federal FMLA.

Motion by Greshay to approve the medical leave of absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Mindemann explained that an employee of Human Services and Health requested a General Leave of Absence from 11/30/2017-12/06/2017.

Motion by Frohling to approve the general leave of absence as presented and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried.

Mindemann explained that an employee of the Sheriff's Office requested a General Leave of Absence to care for an adult child from 11/30/2017-12/06/2017. Mindemann explained that State leave was previous exhausted, there is sufficient medical documentation, and the employee is requesting consideration to use sick time for the absence.

Motion by Greshay to approve the general leave of absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Hinze stated that there has been an influx of questions from employees regarding the definition of immediate family under Policy# 214- Sick Leave. Hinze provided the Committee with a copy of the policy for consideration to clarify the definition. There was discussion among the Committee. Hinze indicated she will research the definition under both the State and Federal FMLA and will bring back options for further consideration.

Hinze stated she received an offer from Ben Barth, representative with the Labor Association of Wisconsin (LAW), inviting all Dodge County employees to participate in the LAW Vision Insurance Plan. Hinze provided brochures and noted that there is no direct or indirect cost to the County. Hinze requested approval to disseminate the information to the employees.

Motion by Duchac to allow dissemination of the Voluntary Vision Insurance Plan information sponsored by The Labor Association of Wisconsin, Inc. to all Dodge County employees and by doing so does not indicate endorsement of the plan. Second by Schmidt. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Assistant Corporation Counsel, Corporation Counsel

Motion by Schmidt to approve the Assistant Corporation Counsel Personnel Requisition. Second by Duchac. Motion carried.

One (1) Utility II / Truck Driver, Highway

Motion by Duchac to approve the Utility II / Truck Driver Personnel Requisition. Second by Schmidt. Motion carried.

One (1) Customer Service / Support Specialist Clinical Services, Human Services

Motion by Schmidt to approve the Customer Service / Support Specialist Clinical Services Personnel Requisition. Second by Frohling. Motion carried.

One (1) Economic Support Specialist, Human Services

Motion by Duchac to approve the Economic Support Specialist Personnel Requisition. Second by Frohling. Motion carried.

One (1) Nutrition Site Manager, Human Services

Motion by Frohling to approve the Nutrition Site Manager Personnel Requisition. Second by Schmidt. Motion carried.

One (1) Deputy Secretary, Sheriff

Motion by Greshay to approve the Deputy Secretary Personnel Requisition. Second by Frohling. Motion carried.

One (1) Patrol Lieutenant, Sheriff

Motion by Frohling to approve the Patrol Lieutenant Personnel Requisition. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Emma D. Borck, Economic Support Specialist I, Human Services, \$16.99, DC04, ST01, 10/23/2017; Amy J. Drumm, Home and Financial Advisor I LTC, Human Services, \$15.89, DC03, ST03, 11/13/2017; Kayla Larson, Account Clerk III, Human Services, \$17.48, DC04, ST02, 11/06/2017; Linda J. Zastrow, Nutrition Site Manager – Reeseville, Human Services, \$11.93, MSC15, ST01, 10/23/2017; Cynthia Kleckner, Custodian II, Physical Facilities, \$13.44, DC02, ST02, 11/06/2017. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE: Arthur R. Trotta, Utility II / Truck Driver West, Highway, \$17.97, DC04, ST03, 10/23/2017. RECLASSIFICATION – Debra M. Brandenburg, Account Clerk II Clinical Services, Human Services, \$15.03, DC03, ST01, 11/06/2017; Pamela A. Couperus, Aging & Disability Resource Specialist III, Human Services, \$29.10, DC07, ST11A – voluntary demotion, 10/28/2017; Kendelle L. Bowe, Corporal – Jail, Sheriff, \$25.40, DC06, ST09A, 10/28/2017; Ryan A. Martin, Corporal – Jail, Sheriff, \$26.60, DC06, ST11A, 10/28/2017. STEP INCREASE – Emily J. Groh, Community Education Coordinator, Human Services, \$20.04, DC05, ST03, 10/26/2017; Jennifer L. Smith, Sr. Social Worker CPS Investigator Intake, Human Services, \$30.53, DC08, ST09B, 09/19/2017; Ashley L. Young, WIC Nutritionist, Human Services, \$22.21, DC05, ST07B, 10/10/2017; Paul R. Cupery, Maintenance Mechanic, Physical Facilities, \$23.31, DC06, ST05, 10/23/2017; Benjamin P. Schepp, Jail Sergeant, Sheriff, \$28.76, DC08, ST07A, 10/29/2017.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze notified the Committee that a grievance was filed from an employee who was terminated. Hinze stated that the County has agreed to waive of Steps 1 and 2 of the grievance procedure. The grievance will move forward to Step 3 which is a hearing before an Independent Hearing Officer.

Future Agenda Items: Sick Leave Policy, Elected Official salary recommendations

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **Tuesday, November 28, 2017 at 9:00 a.m.** and **Tuesday, December 5, 2017 at 9:30 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 10:28 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.